

**RENEWAL OF MEMORANDUM OF SPECIAL REVENUE UNDERSTANDING  
BETWEEN  
THE MONTANA DEPARTMENT OF CORRECTIONS  
AND  
THE MONTANA LAW ENFORCEMENT ACADEMY**

***SECTION I: PURPOSE***

This memorandum renews the agreement that has been made and entered into by the Montana Department of Corrections (DOC) and the Montana Law Enforcement Academy (MLEA) for the purpose of defining the responsibilities of each agency with respect to the Standardized Corrections Training (Correction/Detention Officer Basic) authorized by the 1997 legislative session.

***SECTION II: OPERATING EXPENSES AND FTE***

The 1997 legislature authorized the Department of Corrections to establish an ongoing standardized Correction/Detention Officer Basic Training program that county and regional detention officers, detention officers employed within regional jails and prisons, and the Department of Corrections correctional officers must complete.

The authorized funding was as follows:

- \$31,000 operating expenses, per year, for fiscal years 2000/2001
- \$37,779 salary and benefits for 1.0 full time equivalent (FTE) position in fiscal year 2000.
- Approximately \$37,748 salary and benefits for 1.0 (Grade 14) FTE in fiscal year 2001.

This resulted in total funding of \$137,527 for the biennium. This funding has been extended through the biennium ending June 30, 2007.

In 2004 the Department of Corrections moved to the Broadband FTE Classification system resulting in a salary change as follows:

- \$43,003 salary and benefits for 1.0 (Band 6) FTE in each fiscal year.

This results in total funding of \$148,006 for the biennium. This funding has been extended through the biennium ending June 30, 2007.

**Montana Law Enforcement Academy responsibilities**

- 1) Operate within budget to provide six Correction/Detention Officer Basic training programs annually.
- 2) Provide direct supervision of the FTE position and submit Performance Evaluations to the DOC, Training Chief annually or more frequently if necessary.

**Department of Corrections responsibilities**

- 1) The Department of Corrections will remit payment (SABHRS inter-unit journal) to the Department of Justice, using the quasi-external contract procedure, within 15 working days of receipt of valid documentation of actual operating expenses incurred.
- 2) Loan MLEA the FTE position (Band 6 trainer). This position will facilitate the six Correction/Detention Officer Basic (CDOB) training programs, instruct aspects of basic corrections training, develop and evaluate other part time instructors for this course, and work to improve the corrections components of training programs conducted for other criminal justice personnel.

### ***SECTION III: STANDARDIZED CORRECTIONS TRAINING***

Six (6) training sessions will be conducted annually at MLEA in Helena. The training provided to each student (Correctional Officer) will include meals and lodging at MLEA. A \$25.00 record keeping fee will be assessed each student, which will generate approximately \$4,500 in general fund revenue for MLEA annually.

#### **Montana Law Enforcement Academy Responsibilities**

1. Provide appropriate and adequate training and classroom space to include: classrooms, gym and scenario space to conduct six Adult and Juvenile Correction/Detention Officer Basic training programs.
2. Provide room and board for students attending the Correction/Detention Officer Basic training programs.
3. Collect \$25.00 per student for record keeping and insure that applicable Peace Officer Standards Training (POST) credits are applied for and secured. Collect other fees, as necessary, to provide the training.
4. Provide a quality assurance process that will ensure standardized quality instruction is provided during the basic course. Quality corrections based instruction and creating an optimal learning environment will be the basic philosophical foundations for quality assurance.
5. Following each course, MLEA will evaluate the course presentation and consult with the DOC, Training Chief before making modifications or changes to the curriculum or instructors. Course instructors shall be selected in collaboration with the DOC.
6. Notify DOC when a substitute instructor may be necessary and when class size is expected to exceed 30 students.
7. Determine course curriculum in collaboration with DOC. The curriculum will be based on sound correctional/detention philosophies, practices; applicable state and federal statute or administrative rule and; as recommended by the American Corrections Association (ACA), American Jail Associations (AJA), National Institution for Corrections (NIC), Office of Juvenile Justice and Delinquency Prevention (OJJDP) and DOC.
8. Ensure that every course within the CDOB training curriculum is supported by goals and objectives and a standardized lesson plan. Course instructors will be required to follow the applicable lesson plan, which must be approved by MLEA. DOC and MLEA must approve changes to the goals and objectives or lesson plans.
9. Coordinate all logistics necessary to provide each and every one of the Corrections/Detention Officer Basic training programs.
10. Provide all necessary course handouts.
11. Assure the DOC has a minimum of ten (10) training spaces available for DOC employees in every Correction/Detention Officer Basic training.

#### **Department of Corrections responsibilities**

1. Provide course instructors to MLEA (chosen in collaboration with MLEA).

2. Participate in the quality assurance process ensuring that standardized quality instruction is provided during this basic course.
3. Review course curriculum to ensure the information is based on sound correctional/jail philosophies, practices, procedures, as recommended by applicable state and federal statutes, administrative rules, the ACA, NIC, OJJDP and DOC.
4. Notify MLEA twenty-one business days (21) prior to the start of a training program to confirm the actual number of DOC employees that will be attending.

***SECTION IV: NOTIFICATION OF EMPLOYEES***

Each Department will notify appropriate staff of the conditions of this agreement and any amendments thereto.

***SECTION V: EFFECTIVE DATE***

The effective date of this memorandum of understanding is July 1, 2005 and is subject to review by both parties prior to its June 30, 2007 termination to determine if the MOU should be renewed or rescinded, as determined by mutual agreement.

***Signatures:***

\_\_\_\_\_  
Bill Slaughter, Director  
Department of Corrections

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Mike McGrath, Attorney General  
Department of Justice

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Date

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Date

\_\_\_\_\_  
Michael Batista, Administrator  
Department of Justice

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Ali Bovingdon, Chief Deputy Attorney  
Department of Justice

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Date

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Date

Approved for Legal Content by:

\_\_\_\_\_  
Legal Counsel  
Department of Corrections

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Date